

Job Title: **SECRETARY, EMPLOYEE BENEFITS AND SUPPORT SERVICES**
Reports to: Employee Benefits and Support Services Coordinator
Dept./School: Employee Benefits and Support Services
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

The Employee Benefits and Support Services Secretary manages the routine work activities of the administrative department office.

QUALIFICATIONS

Education/Certification

High School diploma or GED
College hours preferred

Special Knowledge/Skills

Proficient in typing/word processing (minimum 45 WPM) and file maintenance skills
Knowledge of the administration of District insurance programs and applicable laws
Able to interpret and disseminate information to individuals and groups
Able to perform work as a member of a team.
Demonstrate excellent customer service skills with all visitors.
Able to organize, prioritize and perform tasks with limited supervision.
Able to follow through to completion all assigned tasks.
Demonstrate good communication skills (writing, spelling, listening, and speaking)
Proficiency in Microsoft word and Excel required.
At least one course in basic accounting principles required (high school or college level)

Experience

Two years of payroll and/or claims administration experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Process all employee benefits enrollment and change forms within the time limit required by law and/or District including the dissemination of Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA) information.
2. Assist with the coordination of annual insurance open enrollment process, including the preparation, distribution, receiving and processing of related materials.
3. Calculate, maintain, update, and post employee payroll deductions and deposits associated with employee benefit programs, such as, group health insurance, dental, vision, etc. on time to meet payroll deadlines.
4. Communicate to supervisor employee inquiries and complaints to ensure quick and accurate resolution.
5. Maintain confidentiality of information as required by District and HIPAA laws.
6. Balance monthly deduction statements and processes all payroll deduction checks to First Financial Administrators and bi-weekly liabilities.
7. Process initial response to unemployment claims as directed by supervisor and prepare materials for telephone hearings.

8. Maintain contact with campuses/departments to ensure that Workers' Comp injuries are reported in a timely manner and within the guidelines of the law and communicate with the necessary entities and personnel to ensure appropriate processing of Worker' Compensation claims
9. Coordinate the proper and efficient flow of information to employees regarding their rights and responsibilities under the Workers' Compensation claims.
10. Prepare weekly mail system reports as directed.
11. Prepare purchase orders, tracks goods or services ordered, check requests, conference registrations and travel forms as directed.
12. Maintain budget files for all department accounts.

Other

13. Perform all other tasks and duties as assigned.
14. Assist with United Way Fund distributions and collections.
15. Assist with Federal Impact Aid- meeting, form distribution/collection and report
16. Assume responsibility for matching bank deposit slip with the bank deposit data sheet and resolving any discrepancies prior to submitting for data entry.
17. Attend Health Insurance Committee meetings and maintain minutes.

Supervisory Duties

None

EQUIPMENT USED

Personal computer, typewriter, printer, calculator, copier, and fax machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____